

TA applications (eTA and CG-4147s) will be submitted to the Institute for approval and authorizations.

**Phase II** is to begin on 05 January 2009. On and after that date, ESOs at three of the pilot sites (Headquarters, ISC Ketchikan, MLC Lant) will review and approve TA applications and provide authorizations directly to their customers. On that same date, all other TA users will submit applications to their full-time ESOs via eTA. Authorizing (full-time) ESOs will review and submit applications to the Institute via eTA. Authorizations for all but customers of the three sites named above will continue to come from the Institute. (Collateral-duty ESOs who aren't in the AOR of a full-time ESO will submit their eTA applications directly to the Institute.)

**Phase III** is expected to begin in the summer of 2009, at which time most TA applications will be submitted through eTA to full-time ESOs who will approve and distribute virtually all TA authorizations. TA customers without reliable Internet connectivity may continue to submit TA applications to their full-time ESOs by any means available. (The Institute is



examining ways other than the CG-4147 form, including Coast Guard message and plain-text e-mail.)

Once Phase III is underway, the Institute's function will mainly be one of quality control, by way of random checks of ESOs' work to ensure security and accuracy are maintained.

After 05 January 2009, customers who are using eTA will not be required to submit a waiver request along with an application within the 14-day window before a course starting date.



Education & Career  
Development Center  
Mission Support Building  
Room 113  
USCG Training Center  
1 Munro Avenue  
Cape May, NJ 08204-5084  
609-898-6724

andrew.g.webb@uscg.mil  
<http://www.uscg.mil/hq/capemay/Education/ESOMain.asp>

## On-line Tuition Assistance Application— eTA



USCG Training Center Cape May  
*We Train the Guardians of the Sea*



## On-line Tuition Assistance Application — eTA

### What is eTA?

eTA is the shorthand name for the Navy's "Sailor Tuition Assistance Application" — an Internet-based way of applying for tuition assistance.

### How will eTA be better than what we have now?

Once it's fully deployed, full-time ESOs throughout the Coast Guard (rather than the Coast Guard Institute) will be processing your request and generating your TA authorization. This should speed up

processing time from two or more weeks to a few days.

You'll fill out an on-line form and when you click on "Submit" your application will be sent to your ESO for review and authorization. This will eliminate the need to fill out a forms and use a digital signature.

### Using eTA

To use eTA you'll log into N@vy Knowledge Online, which can be reached through any computer with an Internet connection, not just Coast Guard workstations.

Once you've successfully logged in, the "Sailor Tuition Assistance Application" main page will open and you'll select one of the following options:

- New application
- Existing applications
- View application agreement
- FY cap status
- View history

If you're submitting a new application, you fill it out much like the current CG-4147 form and click "Submit". That's it.

Clicking "I Accept" on the application agreement page, and then submitting your application, replaces the digital signatures currently required with PDF forms.

### Features of eTA

As you can see from the options available, you'll be able to do a number of things via eTA. In addition to creating and submit-ting a new application, you'll be able to

- open applications you started but didn't complete,
- view the application agreement (your obligations when using TA),
- check how much of your annual \$4,500 "allowance" you have left for the current FY, and
- look at your TA history including whether grade reports have been submitted.

### Implementing eTA

The new process will be implemented in three phases. **Phase I** will begin on 01 November 2008, at which time customers of seven test sites (Headquarters, ISC Ketchikan, MLC Lant, CGC Morgenthau, ISC San Pedro, Sector Detroit, TraCen Cape May) will start using eTA as guinea pigs for the rest of the Coast Guard. All other units will continue to follow current procedures using the CG-4147 TA application form. During Phase I all

